JOB DESCRIPTION

Title: **VEHICLE DRIVER P/T**
Department: Heritage Center
Class Code: 9474
FLSA Status: Non-Exempt
Effective Date: August 1, 1998 (Revised 06/2012)
Grade Number: P-6

GENERAL PURPOSE

Under the general supervision of the Center Director, performs duties associated with driving vehicles for a senior adult recreation center.

EXAMPLE OF DUTIES

*--   Drives participants in a 20 passenger bus on approximately 3 trips per month to a variety of locations; ensures that all vehicle riders use their safety belts when in the vehicle; responsible for knowing the location and route of the trip destination in advance.

*--   Attends to cleanliness and daily maintenance check of the vehicle; informs the Murray City shop personnel and the Center Director when the vehicle is not operating satisfactorily.

* --   Submits accurate and timely reports and rosters.

* --   Trips are generally 3 times per month with one yearly overnight trip.

 --   Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

 --   High school graduation and one (1) year experience driving, preferably in multi-passenger vehicles or delivery vans.

<u>Special Requirements</u>

--   Must have a current, valid Utah commercial driver license with a passenger endorsement and keep a current medical examiner's certificate; will be required to attend periodic First Aid, CPR and driver safety classes.

<u>Necessary Knowledge, Skills and Abilities</u>

--   Working knowledge of driver safety and maintenance regulations and policies; ability to work with the public; ability to communicate both verbally and in writing.

WORKING CONDITIONS

--   This position requires light physical effort. It includes frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds. Some bending, stooping, reaching and/or lifting will be required. Considerable standing and walking is involved.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.